

STATE OF UTAH
Office for Victims of Crime

2021-2022 SEXUAL ASSAULT SERVICES PROGRAM SOLICITATION

Eligibility

Eligible applications are limited to Rape Recovery Centers across the State of Utah that provide direct intervention and related assistance.

Application Deadline

Applications are due by 5:00 p.m. MST on November 18, 2020.

SASP Grant Program Manager, Moriah Pease (801)333-3521 or mpease@utah.gov.

Table of Contents

INFORMATION SECTION	4
About the SAS Program Grant	4
Purpose Areas	4
Priority Areas	5
Activities That May Compromise Victim Safety	5
Out of Scope Activities	6
2021-22 AWARD INFORMATION	7
Availability of Funds	7
Term of the Award	7
Issuance of RFP	7
Sequence of Events – Timeline	7
ELIGIBILITY INFORMATION	8
Eligibility	8
RFP Training Online Webinar	8
Registration for UtahGrants Online Management System	8
Proposal Format and Organization	8
Financial Match Requirements	8
Application Submission	9
Questions Regarding RFP	9
UTAHGRANTS APPLICATION SUBMISSION	9
Application Outline	9
Application Instructions	10
Overview/Project Abstract (Year 1 and Year 2)	10
Indirect Costs	11
SASP Required Information Page (Year 1 and Year 2)	11
Project Budget and Budget Justification Instructions (Year 1 and Year 2)	11
Equipment Summary (Year 1 only)	12
Statement of Problem, Need, and Target Population (Year 1 only)	13
Program Plan (Year 1 and Year 2)	13
Statistic Reporting (Year 1 only)	

Record of Providing Effective Services (Year 1 only)	14
Project Administration (Year 1 only)	14
Additional Resources (Year 1 only)	15
UOVC Referrals Form (Year 1 and Year 2)	15
Delivery of Legal Assistance (Year 1 only)	15
SASP Certified Assurances and Grant Conditions (Year 1 only)	16
Official Authorized to Sign (Year 1 and Year 2)	16
Proof of 501(c)(3) (Year 1 only)	Error! Bookmark not defined.
Additional Attachments, if applicable (Year 1 only)	16
APPLICATION CHECKLIST	16
Application Checklist (Year 1)	17
Application Checklist (Year 2)	18

Award Information:

Funding Type: Grant

Estimated Total Funding: \$790,000 (over two years)
Expected Number of Awards: Approximately 10-12

Award Amount: Amounts determined by a competitive process

Application Due: November 18, 2020, 5:00 PM MST

Anticipated Start Date: January 1, 2021 Length of Award Period: 24 months

SEXUAL ASSAULT SERVICES FORMULA PROGRAM (CFDA 16.017)

INFORMATION SECTION

About the SAS Program Grant

The Sexual Assault Services Program (SASP) was created by the Violence Against Women and Department of Justice Reauthorization Act of 2005. The Sexual Assault Services Program is the first federal funding stream solely dedicated to the provision of direct intervention and related assistance for victims of sexual assault. The SASP Formula Grant Program directs grant dollars to states and territories to assist them in supporting rape crisis centers that provide services, direct intervention, and related assistance to victims of sexual assault. Funds provided through SASP are designed to supplement other funding sources directed at addressing sexual assault on the state and territorial level. For additional information about this program, see the following two websites:

- https://www.justice.gov/ovw/grant-programs,
- http://muskie.usm.maine.edu/vawamei/saspformulamain.htm.

Purpose Areas

Pursuant to 34 U.S.C. §12511, funds under this program must be used to provide intervention and related assistance to:

- 1. Adult, youth, and child victims of sexual assault;
- 2. Family and household members of such victims; and

3. Those collaterally affected by the victimization, except for the perpetrator of such victimization.

In 2021-22, funds under the SAS Program must be used for the following purpose:

• To support the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist individuals who have been victimized by sexual assault, without regard to the age of the individual.

SASP grant funds shall be used to provide direct intervention and related assistance. Direct intervention and related assistance may include:

- 1. 24-hour hotline services providing crisis intervention services and referral;
- 2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings;
- 3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members;
- 4. Information and referrals to assist the sexual assault victim and family or household members;
- 5. Community-based, culturally specific services and support mechanisms, including outreach activities for underserved communities; and
- 6. Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.

Priority Areas

In shaping your strategies for 2021-22, UOVC encourages agencies to develop projects that improve services for and/or the response to victims of sex trafficking and other severe forms of trafficking in persons who have also experienced sexual assault.

Activities That May Compromise Victim Safety

UOVC does not fund activities that jeopardize safety, deter or prevent physical or emotional healing for victims, or allow offenders to escape responsibility for their actions.

 Procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, income or lack of income, or the age and/or sex of their children;

- Project design and budgets that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing;
- Procedures or policies that compromise the confidentiality of information and privacy of persons receiving services;
- Procedures or policies that fail to ensure service providers conduct safety planning with victims;
- Mediation or counseling for couples as a systemic response to domestic violence or sexual assault;
- Requiring victims to report sexual assault crimes to law enforcement or forcing victims to participate in criminal proceedings;
- Batterer intervention programs that do not use the coercive power of the criminal justice system to hold batterers accountable for their behavior;
- Supporting policies that deny individuals access to services based on their relationship to the perpetrator;
- Procedures or policies that impose requirements on victims in order to receive services (e.g., seek an order of protection, receive counseling, participate in couples counseling or mediation, report to law enforcement seek civil or criminal remedies, etc.); and
- Placing of batterers in anger management programs.

Out of Scope Activities

The activities listed below are out of the program scope, and they will not be supported by this programs funding.

- 1. Research projects (This does not include program assessments conducted only for internal improvement purposes).
- 2. Activities focused on prevention efforts and public education (e.g., bystander intervention, social norms campaigns, presentations on healthy relationships, etc.).
- 3. Criminal justice-related projects, including law enforcement, prosecution, courts, and forensic interviews.
- 4. Sexual Assault Forensic Medical Examiner programs.
- 5. Sexual Assault Response Team coordination.
- 6. Providing training to allied professionals and the community (e.g., law enforcement, child protection services, prosecution, other community-based organizations, etc.).
- 7. Domestic violence services unrelated to sexual violence

2021-22 AWARD INFORMATION

Availability of Funds

The State of Utah will sub award up to \$790,000.00 (over two years) to eligible agencies. The amount of SASP funded awarded to individual organizations will be based on an organizations ability to identify unmet needs and to demonstrate a program plan, which will successfully addressed those needs.

The 2021-22 SASP RFP is a competitive application process.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. There is no guarantee that funds will be available in the future.

Term of the Award

The term of the contract is January 1, 2021 – December 31, 2022.

Issuance of RFP

The RFP (Request for Proposal) for the SAS Program is issued by UOVC on <u>Monday, September</u> <u>14, 2020.</u> The complete application package (this solicitation, including links to required forms) is available on the UOVC website, www.justice.utah.gov/Crime/.

Sequence of Events – Timeline

	Action	Responsibility	Date
1.	Issuance of RFP	UOVC	9/14/20
2.	Grant Training Online Webinar	UOVC	10/20/2020
3.	Questions/Technical Support	Applicants	Ends 11/17/2020
4.	Submission of Grant	Applicant	11/18/2020, 5:00 pm
5.	UOVC Screening and Allocation	UOVC	11/19/2020- 12/1/2020
	Review Process		
6.	Final Approval	UOVC Board	12/8/2020
7.	Grant Revisions	Applicants	12/9/2020 – 12/31/2020
8.	Grant Program Begins	UOVC	1/1/2021
9.	Final Executed Contracts	UOVC	1/31/2021

ELIGIBILITY INFORMATION

Eligibility

Applicants must be able to present their organizational capacity to complete the mandatory elements outlined within their proposal. The Utah Office for Victims of Crime has determined that applications will be ineligible for consideration if they are late, incomplete, or fail any of the mandatory elements outlined within the Request for Proposal Solicitation. Applications that are submitted by ineligible entities will not be considered for funding.

RFP Training Online Webinar

UOVC will hold one SASP grant-writing/grant-training workshop that will be available to attend via webinar, on Tuesday, October 20, 2020 at 1:00 PM — 3:00 PM (Mountain Standard Time). The workshop will present information, provide grant-writing tips, clarify issues and answer questions. This workshop is not mandatory but applicants are encouraged to participate. Those interested in attending the workshop must register at the following link: https://2021sasprfp.eventbrite.com. After registering, you will receive a confirmation email containing information about joining the webinar. UOVC will record the STOP VAWA grant-writing/grant-training workshop. The recorded workshop will be available on the UOVC website, https://justice.utah.gov/Crime/ no later than Friday, October 23, 2020.

Registration for UtahGrants Online Management System

Applicants must register within the UOVC UtahGrants Online Grants Management System at https://utahgrants.utah.gov to submit their competitive applications. Registrations within the system is not the submission of the application.

Proposal Format and Organization

All applicants must submit their application within the State of Utah, UtahGrants Online Grants Management System. Applicants must register to use this system. Please review the registration section of this RFP. No other electronic formats will be accepted. All applicants must complete every section of the solicitation and adhere to the instructions within the RFP. All information requested must be included within the application in the UtahGrants Online Grants Management System.

Financial Match Requirements

This program has no match requirement.

Application Submission

Submissions of applications must be received in the Utah Office for Victims of Crime UtahGrants Online Grants Management System no later than <u>5:00 PM (Mountain Standard Time) on Wednesday, November 18, 2020</u>. Proposals received after that time will be rejected as not meeting the mandatory requirements of the RFP. Applicants must submit proposals through the Utah Office for Victims of Crime UtahGrants Online Grants Management System found at https://utahgrants.utah.gov. A complete proposal must adhere to the applicant submission instructions outlined in the RFP. Please note that copies received via email, facsimile or mail will not be accepted. Applicants who submit proposals in other formats will be rejected as not meeting the mandatory requirements of the RFP.

Questions Regarding RFP

In an effort to be transparent and equal to all applicants, please submit all questions regarding this RFP on this <u>Question Submission Form</u>. Questions will be publicly answered on the Google Form. Questions submitted in any other format (email, phone, etc.) will not be answered at that time, and you will be redirected to the Q/A Google Form. Questions submitted on the Q/A Google Form will be answered, publically, until Tuesday, November 17, 2020 at 5:00 PM MST. You may view the answers here: Public Q&A.

If you experience technical difficulties with the UtahGrants online system, the applicant should contact the UtahGrants Program Specialist, Jennifer Menteer at jmenteer@utah.gov.

UTAHGRANTS APPLICATION SUBMISSION

Application Outline

This grant application packet contains the necessary forms and detailed information required to make an application for 2021-2022 SASP funding. Each program will be required to complete two applications in the system- one complete application for Year 1 (Jan 1, 2021-Dec 31, 2021; and one brief application for Year 2 (Jan 1, 2022-Dec 31, 2022).

The application for 2021 must include the following completed sections:

- 1) Overview
- 2) Budget (year 1 only)
- 3) Business Forms:
 - a. SASP Required Information Form (year 1 only)
 - b. Equipment Summary
 - c. Statement of Problem, Need, and Target Population
 - d. Program Plan and Evaluation/Collaboration (year 1 only)
 - e. Statistic Reporting

- f. Record of Providing Effective Services
- g. Project Administration (with attachments)
 - i. Organization chart
 - ii. Roster of Governing Board (for non-profits)
 - iii. SASP funded employees job description
 - iv. 501(c)(3) Letter
- h. Additional Resources
 - i. Agency operating budget
- 4) Attachments-Required (download, fill out, then upload)
 - a. Budget Justification Form (year 1 only)
 - b. Certified Assurances/Grant Conditions
- 5) Additional Attachments
 - a. UOVC Referrals Form (year 1 only)
 - b. Authorization for Electronic Signature Form
 - c. Delivery of Legal Services, if applicable
 - d. Agency Emergency Funds Polices
 - e. Agency Travel Policies
 - f. W-9 form (if a new agency)

The application for 2022 needs the following:

- 1) Overview
- 2) Budget (year 2 only)
- 3) Business Forms:
 - a. SASP Required Information Form (year 2 only)
 - b. Program Plan and Evaluation/Collaboration (year 2 only)
- 4) Attachments- Required:
 - a. Budget Justification Form (year 2 only)
 - b. UOVC Referrals Form (year 2 only)

Application Instructions

The following are general instructions for the SASP application and NOT the instructions on how to create an account and log-in to the grant management system. Each program will be required to complete two applications in the system- one, complete application for Year 1 (Jan 1, 2021-Dec 31, 2021; and one brief application for Year 2 (Jan 1, 2022-Dec 31, 2022).

Overview/Project Abstract (Year 1 and Year 2)

1. Fill out your application title in the following manner: "[Agency Name] SASP Grant 2021-2022 Year (1 or 2)". (e.g. "DOVE Center SASP Grant 2021-2022 Year 1" or "Seekhaven SASP Grant 2021-2022 Year 2").

- 2. Enter the Project Director's name (this person must be registered as a user in the UtahGrants system).
- 3. Enter your indirect cost rate, if applicable.
- 4. Provide a brief summary of the project that you are proposing in this application. Program summaries should be brief, clear, and concise.

Indirect Costs

SASP funds may be used to support indirect costs which are defined as "those costs incurred for a common or joint purpose which can benefit more than one project and cannot be readily assigned to a specific project." Agencies that request indirect costs must do so at either their federally negotiated rate or at the De Minimus Rate at 10%. Agencies with a federally negotiated rate must submit the letter from the federal government, identifying the rate and expiration date.

SASP Required Information Page (Year 1 and Year 2)

In this section, check all that apply when responding to each topic. The answers provided should provide a clear picture of your agency and ways in which your project will assist survivors of sexual assault.

Program Purpose Area: There are six SASP Program Purpose Areas, check all that apply.

Project Budget and Budget Justification Instructions (Year 1 and Year 2)

Project Budget: Fill out the Budget Section using the appropriate categories within the UtahGrants Online Grants Management System. The following budget instructions explain what each line item should contain. The total should equal your project budget.

- 1. *Personnel*: Identify anyone to be paid as an hourly position on this grant. List each position by title, total number of agency hours, requested grant funded hours, the hourly rate, and the type of funding requested.
- 2. Fringe Benefits: List all personnel benefits and the costs, itemized and computation shown. These can include Social Security, Worker's Compensation, Retirement, Unemployment Compensation and Insurance.
- 3. *Travel:* Itemize travel expenses by specific purpose and show basis for computation (include costs/rate for mileage). Travel related costs must be necessary and reasonable.
- 4. *Equipment*: Includes the equipment to be purchased, quantity, and price. Items to be purchased with a unit price under \$5,000 should be put into the supplies category, not equipment.
- 5. *Supplies*: List items within this category separately for office and other supplies. Included supplies must be expendable or consumed during the course of the project.

- 6. *Contracted Fees*: For individuals -list types of services, name, address, hourly or daily rate and amount of time. For contracts with firms -list types of services and total costs. Includes pro-rated audit cost.
- 7. *Training*: Itemize training expenses by specific purpose and show basis for computation. Include meals, lodging and registration. Other items not covered under the existing line items should be included here. Training related costs must be necessary and reasonable.
- 8. Other: Monies that are allocated to assist victims of crime for emergency purposes (hotel vouchers, etc.)

Note: Applicants may not allocate any funds for building renovations. This includes such seemingly minor activities such as painting or carpeting.

<u>Budget Justification Form</u> Instructions: A complete, itemized, operational project budget narrative must be completed. Justification should clearly indicate that the items being requested are essential to the achievement of the stated objectives. Explain any/all potential supplanting concerns and justify any/all new expenses to the grant. Follow the instructions on the form and fill it out completely. Upload the form in the UtahGrants Online Grant Management System as an attachment. This is an extremely important section.

Equipment Summary (Year 1 only)

This section requires all subgrantees, requesting funding, to list all SASP purchased equipment received within the last 3 years. It includes purchased equipment that has been fully or partially funded through SASP. The Federal definition of Equipment is non-expendable items with an acquisition cost of \$5,000 or more per unit. Individual items with a value of less than \$5,000 per unit should be listed under supplies.

SASP funds cannot support the entire cost of an item that is not used exclusively for victim-related activities. However, SASP funds can support a pro-rated share of such an item. In addition, subgrantees cannot use SASP funds to purchase equipment for another organization or individual to perform a victim-related service. Examples of allowable costs may include cellular phones, laptops, tablets, printers, scanners, and videotape cameras. SASP Subgrantees should use any and all types of advanced technology in the provision of direct services to crime victims for efficiency and time saving. SASP funded personnel should also be equipped with up-to-date computers, data tracking systems, and web cameras. Costs of equipment should not exceed a reasonable fair market value.

All applicants are required to sign the summary document, regardless of any request for equipment.

Statement of Problem, Need, and Target Population (Year 1 only)

Within the SASP Grant Application, briefly and concisely respond to each question. The questions, provided below, should provide a clear picture of the problem, need and target populations.

- 1. Describe the geographical areas to be served by the program. A description could include answers to the following questions: How many square miles are in the service area? What is the population and density? What are the major industries? What is the poverty level? What is the ethnicity breakdown? What are the age breakdowns?
- 2. Discuss the nature and scope of the problem in your program service area. If the problem is a result of many factors, these factors should be analyzed and discussed. Provide statistical information such as violent crime rates, trends, and requests in services, etc.
- 3. Describe victim needs in the given service location.
- 4. Indicate the group(s) of victims the program will target for its services specific crime categories, populations such as elderly, minorities, etc.

Questions 1-4 are mandatory.

Program Plan (Year 1 and Year 2)

The Program Plan presents a clear and concise way in which to present your goals, objectives, activities, timeline, and evaluation process. It is your detailed game plan and it informs the proposal reviewers of the ways in which you plan to expend SASP funds.

An explanation on how to develop these components is briefly outlined below. The Program Plan will be an important area of focus during the Grant Training Workshop Webinar. Please review the recorded training.

1. Complete the goal/objectives/activities/methods/monitor/evaluation/time-line pages of the grant application. The broad goal of the proposed program is achieved by stating the expected achievements or benefits of the program. Specify the SASP funded position(s) related to this goal. For example, if your goal is to reduce trauma experienced by sexual assault victims as they participate in the criminal justice system, the advocate should be included in the box beneath that goal. The objectives require more specific statements of what will be accomplished. Objectives include words that explicitly indicate action and a measurable result such as reduce, increase, and decrease, make more accessible and improve. Include the number of victims to be served in the small box identified as "Indicate the quantitative amount this Objective will serve." For example, if an advocate program is providing services to 250 sexual assault victims, the number 250 should be entered into the box. If a program is training 25

- volunteers, enter 25 in the quantitative box and when writing the objective, explain what the quantitative box refers to (i.e. number of victims served, number of training sessions, and number of volunteers).
- 2. In the section labeled, ACTIVITIES/METHODS, describe the activities and methods that will be used to solve the problem and achieve the objectives. Describe in detail each of the specific activities or tasks that comprise the total proposed program and how they will be carried out. The activities/methods are the means or the way in which something will be done. They show exactly how the prescribed objectives will be implemented.
- 3. In the section labeled as MONITOR/EVALUATE the OBJECTIVE; indicate what feedback mechanisms will be used to determine the accomplishments of the program and how the effectiveness of program will be assessed. The use of both qualitative and quantitative measures is important.
- *At a minimum, one goal with three measurable objectives is required for this proposal. You may have more than one goal and each goal must have measureable objectives.
- **Collaboration with Allied Professionals: This section of the Program Plan is NOT a requirement of the SASP grant application. **Type N/A in each of the boxes.**

Statistic Reporting (Year 1 only)

Within the SASP Grant Application, briefly and concisely respond to each topic. The topics should provide information on who will be collecting statistic throughout the contract year and that individual's ability to keep statistics. <u>Each agency will be required to maintain project statistics throughout the contact year.</u>

Record of Providing Effective Services (Year 1 only)

This section includes information on prior SASP funding cycles and requires you to report on the previous two funding cycles' goals and objectives (if applicable). In addition, the narrative section topics include information on the effectiveness of the program and significant agency accomplishments.

Project Administration (Year 1 only)

This section of the application should describe how the project will be structured, organized, and managed.

- Attach an organizational chart with names and titles outlining staff (write-in the type of grants and funded hours), advisory, and decision-making bodies.
- Attach a roster of your governing board

- Attach a position title and job description for each SASP funded position
- Provide a copy of the contract for any contractual services proposed
- Provide a copy of 501(c)(3) status

The additional documentation required are attachments that must be included within your completed application. These attachments must be uploaded within UtahGrants Online Grants Management System. They can be in Word, PDF, Excel or any other format as appropriate for the requested information. Please ensure you have uploaded the correct files. Failure to submit the required information may jeopardize your application

Additional Resources (Year 1 only)

This section of the application should describe the sources and amounts of non-SASP funding or resources that will be available from other sources. Applicants are encouraged to leverage other resources, including Federal, State, Local or Private, in support of this project. <u>Agencies interested in receiving SASP funds are required to attach a current budget.</u>

UOVC Referrals Form (Year 1 and Year 2)

Applicants must submit with their application, the "<u>UOVC Referrals Form</u>" indicating the number of victims referred to UOVC in the "Projected" column. This form should be uploaded in the Attachment Tab of your application.

During the program period, subgrantees must use this from each quarter to report the actual number of victims referred to UOVC in the "Actual" column and upload the document with your Quarterly Progress Reports.

Delivery of Legal Assistance (Year 1 only)

Any subgrantee providing legal assistance must certify that:

- 1) Any person providing legal assistance with SASP funds
 - a. has demonstrated expertise in providing legal assistance to victims of domestic violence dating violence, sexual assault, or stalking in the targeted population; or
 - b. (i) is partnered with an entity or person that has such demonstrated expertise and (ii) has completed or will complete training in connection with domestic violence, dating violence, stalking, sexual assault, and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;
- 2) any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, or local domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials;

- 3) any person or organization providing legal assistance through the SAS program has informed and will continue to inform state, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and
- 4) the subgrantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, or child sexual abuse is an issue.

Based on the requirements listed above, applicants for SASP funds must certify in the form of a letter, on letterhead, signed and dated by the authorizing official. UOVC will not award funds for legal assistance to any subgrantees that has not submitted a sufficient letter. A sample letter is provided in the attachments tab of the application. Please have your authorizing official on your grant sign the letter, as instructed above and submit the letter with your grant application.

SASP Certified Assurances and Grant Conditions (Year 1 only)

Carefully review all of the certified assurances and grant conditions and make sure that the official authorized signs all necessary forms. All Certified Assurances need to be signed by the authorized official which for non-profits is the chair of the Board of Directors.

The forms can be downloaded from the UtahGrants Online Grant Management System and are also available on the UOVC website.

Official Authorized to Sign (Year 1 and Year 2)

An authorized individual within your agency must read and agree to all of the standard conditions set forth within the application, including all of the requirements established within the RFP. <u>UOVC requires your agency's Authorized Official to complete the Authorization for Electronic Signature form located on the UOVC website, https://justice.utah.gov/Crime/.</u>

Additional Attachments, if applicable (Year 1 only)

- 1. If your agency is requesting any amount of emergency funds, attach your agency policy for distributing emergency funds
- 2. If your agency is requesting travel/training above the state rate, attach your agency policies justifying your rates
- 3. If you are a new agency requesting SASP funding, attach your W-9 form

APPLICATION CHECKLIST

Application Checklist (Year 1)

Applicants must submit a fully executed application to UOVC, including all required supporting documentation.

Application Section	Document	Form Location	Where to Upload	Date Completed
Overview Tab	Overview	UtahGrants	N/A	•
	Project Budget	UtahGrants	N/A	
Budget Tab	Budget Justification Form	UOVC Website	Attachment Tab	
Attachments Tab	SASP Required Information Form	UOVC website	Attachment Tab	
Attachments Tab	Equipment Summary	UtahGrants	N/A	
Attachments Tab	Statement of Problem, Need, and Target Population	Utah Grants	N/a	
Attachments Tab	Program Plan and Evaluation	UtahGrants	N/A	
Attachments Tab	Statistical Reporting	UtahGrants	N/A	
Attachments Tab	Record of Providing Effective Services	UtahGrants	N/A	
	Project Administration	Utah Grants	N/a	
	Organizational Chart	Applicant	Project Admin	
	Governing Board Roster	Applicant	Project Admin	
	Job Descriptions	Applicant	Project Admin	
	501c3 Letter	Applicant	Project Admin	
Attachments Tab	Contacts for Contractual Services	Applicant	Project Admin	
	Additional Resources	Utah Grants	N/A	
Attachments Tab	Current Agency Budget	Applicant	Additional Resources	
Certified Assurances & Grant Conditions	Certified Assurances & Grant Conditions	UOVC Website	Attachment Tab	
UOVC Referrals	UOVC Referrals	UOVC Website	Attachment Tab	
Authorized Official Electronic Form	Authorized Official Electronic Form	UOVC website	Attachment Tab	
Delivery of Legal Assistance	Delivery of Legal Assistance	UOVC website	Attachment Tab	

Application Checklist (Year 2)

Applicants must submit a fully executed application to UOVC, including all required supporting documentation.

Application Section	Document	Form Location	Where to Upload	Date Completed
Overview Tab	Overview	Utah Grants	N/A	
	Project Budget	UtahGrants	N/A	
			Attachment	
Budget Tab	Budget Justification Form	UOVC Website	Tab	
	SASP Required		Attachment	
Attachments Tab	Information Form	UOVC Website	Tab	
Attachments Tab	Program Plan	UtahGrants	N/A	
UOVC Referrals	UOVC Referrals	UOVC Website	Attachment Tab	